

- In the conference, the Unit Commander of Internal Affairs or other authorized designee shall give the member oral or written notice of the recommendation for dismissal including specific reasons for the proposed dismissal and a summary of the information supporting that recommendation. The member shall have an opportunity to respond to the proposed dismissal, refute information supporting the recommended dismissal action, and offer information or arguments in support of the member's position. Every effort shall be made by the Unit Commander of Internal Affairs or other authorized designee to ensure that the member has had a full opportunity to set forth any available information in opposition to the recommendation to dismiss prior to the end of the conference. This opportunity does not include the right to present witnesses.
- At the conclusion of the pre-dismissal conference, the Unit Commander of Internal Affairs or other authorized designee shall brief the Commander's Office, who shall review and consider the response of the member and reach a decision on the specific reasons for dismissal. To allow time following the conference for the Commander's Office to review all necessary information, the decision to dismiss should not be communicated to the member prior to the beginning of the next business day following the conclusion of the pre-dismissal conference or after the end of the second business day.
- The effective date of a dismissal for Unsatisfactory Job Performance shall be determined by the Commander's Office. A status member who is dismissed for unsatisfactory job performance may be given up to two weeks working notice of his/her dismissal, at the discretion of the Commander's Office. Instead of providing up to two weeks working notice a member may be given up to two weeks pay in lieu of the working notice, at the discretion of the Commander's Office. Such working notice or pay in lieu of notice is applicable only to dismissals for Unsatisfactory Job Performance. The effective date of the dismissal shall not be earlier than the letter of dismissal nor more than **14 calendar days** after the notice of dismissal. **(CALEA 26.1.7)**
- A letter shall be furnished to all dismissed employees, which contains the following information:
 - ❖ Content of employee's employment record relating to dismissal
 - ❖ How and what information may be released to perspective employers in the future
 - ❖ Status of fringe benefits such as medical insurance, life insurance, retirement benefits, pending workers' compensation claims, etc. **(CALEA 26.1.7)**